



Lunenburg Public Library

Trustees of Lunenburg Public Library, Personnel Subcommittee Meeting minutes
February 6, 2014

Attending: Lisa Krowitz, Richard Mailloux, Jeanne Raboin
Guest: Martha Moore, LPL Director

Meeting called to order at 6:54 p.m. in the Wallace Community Room by Jeanne Raboin.

- Public Comment: none
- Martha Moore presented different aspects to 360 evaluations. Personnel subcommittee members discussed these with Martha.
- Discussion about how to incorporate the 360 evaluation into the Library Director's 2013-2014 evaluation.
 - Procedure:
 - The current evaluation form and selected questions from documents about conducting 360 reviews will be used. (These will be given to the Trustees at the Feb. 20 meeting)
 - The selected 360 questions (along with Director's job description and LPL mission statement) will be sent to selected town hall staff, all LPL library staff and selected Friends of LPL for feedback. Responders will have the choice to review anonymously. If this method is chosen, evaluations will then be sent to Trustees via Lunenburg Public Library in a sealed envelope (to be placed in the Trustees folder);
 - Library Director will provide a self-evaluation; also Director will provide information for sections II and IV from the current evaluation form.
 - If Trustees have a goal/s in mind for Director, these will be added to the evaluation form.
 - All evaluation forms to be in April 1.
- Open Trustees positions: brief discussion on recruiting Lunenburg residents to run for LPL Board of Trustees. Trustee chair, Jeanne Raboin, will send a document looking for volunteers to the Lunenburg Access Cable Channel. LPL web site and Lunenburg Ledger.

Meeting adjourned at 7:50 pm

Respectfully submitted,
Jeanne Raboin, Chair
Trustees of Lunenburg Public Library

Documents referenced:
Lunenburg Public Library Director's Performance Evaluation 2013 Instrument
Lunenburg Public Library Director's Job Description
Lunenburg Public Library Mission Statement